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BBA 310

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How Properly to Use the MLA Style

The Modern Language Association (MLA) guidelines provide rules for scholarly writing. This template provides a basic layout for writing term papers and essays. Two typical elements of MLA term papers provided as examples in this template are source citations and quotations.

Source Citations

Per MLA guidelines, the Works Cited page, located at the end of the paper, contains the list of cited sources. Within the body of the paper, a parenthetical element containing the author's last name and a page range [\(Miller 3\)](#) indicates the cited text. The punctuation follows the parenthetical element at the end of a sentence [\(Colyer 456\)](#). The author's last name corresponds with the entry on the Works Cited page allowing readers to look up the source of the citation.

Quotations

The length of the quote determines the guidelines for quotations. Direct quotes in a sentence contain fewer than four lines of prose or three lines of verse. According to MLA, include this type of quote ["directly in the sentence and enclose it within quotation marks"](#) (MLA).

Comment [amb1]: Remember to Double Space your entire Document. Always put the date in Euro Form. When adding your last name and page number, use the View, header and footer option. Enter your last name, followed by the # symbol on the header and footer menu bar. This will format the correct page number as you type your paper.

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Comment [amb2]: Center your creative and inviting title-do not bold or underline!

Comment [amb3]: You may use Subheadings within your paper. In fact, this is a good way to organize your thoughts and ideas. According to MLA, you may underline or bold your subheading titles, but not both.

Comment [amb4]: This is a parenthetical element.

Comment [amb5]: The ending punctuation mark always follows the parenthetical element.

Quotes longer than four lines of prose or three lines of verse follow different guidelines. Introduce these quotations with a colon:

Start long quotes on a new line. Indent the quote one inch from the left margin. Also, double-space the lines and omit the quotation marks. This word template provides formatting for the Long Quote Style.

If you quote more than one paragraph, indent the first line of each paragraph an additional quarter inch. When quoting verse, maintain line breaks from the original work. Include a parenthetical element after the closing punctuation such as the one that follows.

(Sullivan 12-13)

Whether you quote directly or paraphrase another scholar's thought, it is important to give credit where credit is due. Always cite your source. An act of plagiarism will end your educational career.

Helpful Resources

The following websites have excellent resources:

- MLA Style: www.mla.org/style. This website answers all of your MLA formatting questions.
- Guide for Writing Research Papers:
www.ccc.commnet.edu/mla. This site provides helpful information on MLA formatting as well as research paper information.

Comment [amb7]: Notice that with indented quotes, quotations are not used AND the ending punctuation follows the quote, not the parenthetical element.

- Using Modern Language Association (MLA) Format:
owl.english.purdue.edu. This wonderful website addresses grammatical rules, MLA format, and research paper guidelines. It contains online practice tests on many grammatical rules.
- Landmark Project Citation Machine: citationmachine.net. This amazing website allows the formatting of a works cited page by entering information online. It provides a final example of how the citation should look.

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Works Cited

Author's name. Title of the Book. City: Publisher, year. Print.

Author's name. "Title of the Article." Title of the Publication. Date Published:

Pages.

Author's Name. "Title of Online Article." Title of Online Publication. Version (Year

Published): Pages. Date accessed. Web.

"Title of Article." Title of Media. CD-ROM. City: Publisher, Year.

Comment [amb8]: This is centered, not underlined or bolded.

Comment [amb9]: Use a hanging indent. You can find this option by selecting the drop down menu format, paragraph, indentation, special, hanging indent.

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Comment [amb10]: Double space works cited page.